Human Resources Management-Attendance-Headquarters, Page 1 Completes Monthly Timesheet (CDC 998A) Employee and Submits to Supervisor Verify and Submit CDC Employee 998A to Supervisor Timekeeper Receive CDC 998A Work Unit Timekeeper Receive CDC 998A From PSS Run PSS Keys LAS/LAB Key CLAS Receive 672 Message Validation Overtime into Continued, Page 2 from State Leave and Screen Error Reports Work Unit Review and PIP Controller's Dock Received **HQ** Personnel Timekeeper Compute Office Overtime 672 Sent to Agency **SCO**

es Management-Attendance-Headquarters, Page 2
Audit Input LAB Report Notify PERS of Errors on LAB Reports
From Page 1 LPSS Staff Distribute to Timekeeper PSS Supervisor Runs 672 Ind. Leave balance Leave balance Make Corrections to CLAS and/or SCO A/R
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Human Resources Management-Attendance-Headquarters

Inputs

998 A Intermittent pay 672

Outputs

672 (ot calculation)
Leave letter
lab (leave accounting balance) reports
leave accounting system (las)

Constraints

MOU – use of time DPA FLSA

Storage Requirements

Timesheets (3 years)

Report Requirements

Lab report to personnel Leave reports CLAS (Chris borrow report manual from Kathy Cope/has binder)

Potential Policy Issues

General Requirements

Currently maintaining hard copies of warrant registers (listing of each employee with the total check amount and detailing each deduction) keeping on trial basis for 6 months

Systems

PIP (payroll report process)